

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Guardianship Letter for Foster Care Application

Dear [Agency Name or Contact Person],

I am writing to formally express my intention to seek guardianship of [Child's Full Name], born on [Child's Birth Date], in relation to my application for foster care.

**\*\*1. Introduction\*\***

Provide a brief introduction about yourself, your relationship with the child, and the reason for seeking guardianship.

**\*\*2. Child's Background\*\***

Mention relevant details about the child's background, including any previous placements, family situation, and current needs.

**\*\*3. Reason for Guardianship\*\***

Explain why you are seeking guardianship and your commitment to providing a stable and loving environment for the child.

**\*\*4. Support System\*\***

Outline the support system you have in place, including any family members, friends, or community resources.

**\*\*5. Conclusion\*\***

Conclude by reaffirming your dedication to the child's well-being and your readiness to comply with all requirements set forth by the agency. Thank you for considering my application. I look forward to your guidance through this process.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Title (if applicable)]  
[Relationship to Child]